Secondary Programs
Title: Program Approval

Reference:
IDAPA 55.01.102.06 – Provide a State Finance and Accountability System for Professional-Technical Education.

Division program managers provide periodic program reviews and technical assistance to the local education agency (LEA) to assist the district in meeting program essential components.

The Division strives to ensure that technical programs offered in the state are rigorous, relevant, measurable, and have sufficiently complex and comprehensive curricula. In order to accomplish the mission of Professional-Technical Education (PTE), it is important to continually improve and strengthen program quality.

The components of the PTE Quality Initiative include:

1) Rigorous Technical Programs
2) Integration of Academic Achievement Standards
3) Articulation of High School and Postsecondary Curriculum

To assure accountability, the Division has developed essential components for approved professional-technical education programs. Division program managers use the essential components to conduct program reviews and provide technical assistance.

Programs must meet all of the following essential components in order to have an **"Approved"** program and continue to qualify for PTE funding. Rubrics have been developed to determine the level of quality. Failure to meet any of these components will result in a **"Conditionally Approved"** status.

Item	Essential Component
2.1	Instructor holds current and appropriate professional-technical certification and endorsement.
3.1	Classes offered follow a sequence of courses for a specific program.
3.4	An advisory committee that represents various aspects of the industry and community meets regularly and provides input for program improvement.
3.5	Leadership development is integral to the program (generally provided through Professional Technical Education Student Organizations).
3.13	Realistic work experience is provided through laboratory and/or industry-related activities.
5.1	Classrooms/laboratories are clean and safe and students are provided appropriate safety instruction related to the program.

Programs must also meet the following essential elements. Failure to meet three or more will result in a **"Conditionally Approved"** status.

Item	Essential Component
1.1	Professional-Technical Education (PTE) funding, program inventory and fiscal records are administered and maintained in accordance with state policies and guidelines.
1.2	A program budget that reflects expenditures appropriate to curriculum, program objectives and five year plan is developed by the instructor and the administrator. PTE budget guidelines are followed.
1.3	A written plan of work is developed by instructors whose contract extends beyond the normal academic year. The plan follows state guidelines, is approved by and on file with the school administrator.
2.2	Instructor participates annually in professional development activities related to the program area.
2.3	Instructor provides information and awareness about the program to administrators, counselors, employers, parents and prospective students.
3.2	Current state approved competency-based program curriculum is used.
3.3	An IEP developed by Special Services, with participation by PTE, identifies adaptations, accommodations, modifications, interests, and career goals for special needs students.
3.4	Written program goals reflect the needs of the students, business and industry, and the community.
3.6	Program meets industry skills standards criteria, when available.
3.7	Authentic assessment is used to measure competency attainment.
3.8	Idaho Academic Achievement Standards are integrated into professional-technical programs.
3.9	Curriculum supports reinforcement of basic employability (SCANS) skills.
3.10	A written Five-Year-Plan for the program addresses facility, equipment, curriculum, and staff development. The plan is on file with administrator and is updated annually.
3.11	Materials, supplies and resources are current and support the curriculum.
3.12	Annual program data collection is conducted and used to promote, develop, and improve the instructional program.
3.14	Student feedback is collected and used in program evaluation, planning, and improvement.
4.1	Instructor, in collaboration with school counselor, provides career guidance, program promotion and placement in technical programs related to students' interests, needs and the school's comprehensive career guidance program. (Section 33-122, Idaho Code, IDAPA 08.02.03.07).
4.2	Program instructor participates in the school's Tech Prep agreement.
5.2	Enrollment is appropriate for facility size, work stations and type of equipment used in the program.
5.3	Equipment is systematically updated, maintained, inventoried and replaced.
5.4	Laboratory facilities and equipment are current and support curriculum and program objectives.

Accountability Process:

1. Following a program review, the program manager will discuss the findings related to the essential components with the school administrator(s) and the instructor(s). The program manager identifies the essential components that do not meet standard in a written program review and/or letter to the school administrator. If the program is placed on **"Conditionally Approved"** status, the program will be required to provide a written plan to the Division to outline the process they will follow to address the essential components that do not meet the standard. A program may remain on **"Conditionally Approved"** status for up to one year in order to complete the program improvement plan to meet the standard for the essential components. When the program meets the essential components by completing the improvement plan, the program manager will return the program to **"Approved"** status through a letter to the school administrator(s) and the instructor(s). Program funding will continue during the **"Conditionally Approved"** status.

2. If the program on **"Conditionally Approved"** status fails to provide a written plan within three months of the program review or by the end of the school year (whichever comes first) the program will be placed on **"Probationary"** status. A letter will be sent to the school administrator(s) and the instructor(s) notifying them of this change in program status. The LEA will then be required to provide a written plan to the Division within one month or by the end of the school year (whichever comes first) on how they will meet the essential components. If the LEA develops and executes a plan to address and meet the essential components, the program manager returns the program to **"Approved"** status by written communication to the school administrator(s) and instructor(s). A program may remain on **"Probationary"** status for up to one year in order to complete the program improvement plan. Program funding will continue for the current fiscal year.

3. If the program on **"Probationary"** status fails to provide a written plan to meet the standard for the essential components, or does not comply with the identified program essential components, the program status will be changed to **"Not Approved".** Programs on **"Not Approved"** status do not qualify for PTE funding. The associate administrator will notify the appropriate LEA administrators that the program will not be funded effective the next fiscal year. If the program remains on **"Not Approved"** status, program equipment paid for with PTE funds may be moved to another school or program after the first year.

At any time, technical assistance will be provided by the program manager when requested by the instructor or the school district administrator(s).

Forms:
Program Review Form
Program Review Rubrics

Program managers may be contacted regarding an individual program review at
www.pte.idaho.gov or call (208) 334-3216.

Approved: July 1, 2005